REGISTER CLEARANCE PROCEDURES

1. Call Division of Career Resources (DCR), (496-2404), Office of Human Resources Management to clear the appropriate register and the Reemployment Priority List (RPL).

2. Describe the basic work needed, the skills required and the title/series/grade you wish to clear.

3. If the register/RPL are blocked, discuss the work further in order to determine appropriate alternative titles/series/grades for DCR to check.

4. Once the register/RPL have been cleared, annotate the date cleared on the Certification Form and sign it as the approving official.